Instructions for Submitting Images

To ensure that the Organizers can use your images most effectively, we ask that you follow these instructions. You must include the information we will need when you submit files, or we will not credit the image. All images may be made available to the general public via the U.S. Department of Energy, the National Renewable Energy Laboratory, and the Solar Decathlon sponsor Web sites with unrestricted use. Images and any publications in which the images appear will be viewable without restrictions on the Internet.

Submittal Requirements:

- Format: Electronic files (TIFF or JPEG [.jpg])
- Size: 8 in. by 10 in. (or closest metric equivalent), minimum
- Resolution: 300 dpi (or closest metric equivalent), minimum.

Information we will need:

- Name, phone number, and e-mail of person submitting image
- Image description
- If image is a photograph:
    o Date photograph was taken
    o Place photograph was taken
    o Photographer's name and affiliation
- If image is a graphic:
    o Name of person or organization to credit

How to send us your images:

- Solar Decathlon ftp site (ftp://ftp.nrel.gov/pub/solar_decathlon/). Drop image files into the folder "submit_images." You will not be able to see that your file has been successfully transferred. Please notify the specific requestor of the image files when the file has been transferred, and he or she will ensure that the transfer was successful. Include the information we will need in your notification.

- E-mail to a specific requestor. Ask the requestor for an e-mail address. Include the information we need in your email.
- Image files on disc or CD. Mail to a specific requestor at NREL. Ask the requestor for a mailing address. Include the information we will need in a cover letter.